

Project: Ithaca Downtown Conference Center
Meeting: IDCC Weekly Stakeholder Meeting
Date: 10/12/2021

Attendee	Organization	Attended/Not Attended
Gary Ferguson	Downtown Ithaca Alliance	Attended
Jennifer Tavares	Tompkins Chamber of Commerce	Attended
Peggy Coleman	Tompkins County Visitors Bureau	Attended
Cathy Hart	Marriot Hotel	Attended
Teri Tarshus	Hilton Garden Inn	Attended
Tom Knipe	City of Ithaca	Attended
Nick Helmholdt	Tompkins County	Attended
Sara Hayes	Hayes Strategy	Attended
Greg Conard	Hotel Ithaca	Attended
Rachel Mickle	Baywood Hotels	Attended
Lisa Conarton	Tompkins County Visitors Bureau	Attended

Meeting Summary

1. New project team member: Conference Sales Manager, Lisa Conarton will be the representative for Conference Center Sales and Marketing for Tompkins County Visitors Bureau
2. October Pay Req
 - a. Due 10/15 to Sara
3. ASM Contract
 - a. 9/21/2021: Carrie returned contract draft to ASM with comments. Update 10/12/2021: no update from ASM, Sara will follow up with Craig and Zach.
4. Project Budget
 - a. Develop operating budget for 2022
 - i. Update 10/13/2021: the LDC will create a sub-working group to develop a detailed operating budget.
 - ii. Budget on the agenda for the November LDC board meeting
 - b. Sara to provide cost to date report for next meeting
5. Vecino Project update
 - a. Escalation: apprx. \$1.5 m. gap. Vecino proposing cost reductions
 - i. Update 8/24/2021: escalation negotiations ongoing, Bruce to provide update to LDC on 8/31/2021. 10/12/2021: Vecino continues to work through project buy out. Bruce to provide an update of changes proposed
6. Design
 - a. Electric versus Gas kitchen design
 - i. Pending internal review with LDC, City and County
 - b. Exterior Lighting Design

- i. Sara will issue to the LDC on 10/13/2021
 - c. Holiday lighting
 - i. Based on the exterior lighting design, the LDC shall determine what additional lighting or power they would like added. Sara will circulate the exterior power design for review.
 - d. Kitchen Design
 - i. Construction Documents: next review meeting is scheduled for 10/15 at 10am. Please contact Sara if you would like the Zoom invite to attend. Current attendees: Lisa, Sara, Doug Bradley, Marlene and Khaled (Cini Little) and Vecino archt.
 - e. Operator Redesign Comments
 - i. Design ongoing, revised floor plan circulated to the LDC on 10/5/2021.
 - f. Retail Space
 - i. LDC approved moving forward with ASM to provide retail services. Schedule meeting w. Doug Bradley, ASM to discuss
 - ii. Design for retail space: TBD. Budget for design: TBD
 - iii. Exterior Entrance options: Sara circulated (2) options. Gary and Tom to review with Joanne and advise.
 - g. Exterior hose bibs
 - i. Sara will circulate the plumbing drawings showing the hos bibs
 - h. Review landscape and civil design with LDC
 - i. Planters, benches, pavers and lighting: the LDC and Vecino to review he design and any costs savings or design issues
- 7. ESD Grant
 - a. Sara to circulate MWBE forms to be executed by the LDC & Vecino and upload to NYS site
 - b. LDC to complete Project Update Template and return to Sarah Glouse, ESD by 10/15/2021
- 8. Sponsorship
 - a. The LDC is updating the sponsorship program.
- 9. LDC Procurement: Sara to draft RFP's
 - a. Exterior Signage
 - b. AV system, sound system, event lighting system
 - c. Sound system
 - d. Assisted Listening Devices
 - e. POS System
 - f. Interior Signage: room and wayfinding
 - g. Digital signage
- 10. Next board meeting: November 16, 2021. Sara will issue a Zoom invite